Tags enable you to associate pages with certain keywords in order to organize content. When users go to the tags link, which is available from the blog pages, a tag cloud appears. Click on a tag to retrieve a list of all of the blog pages that have been tagged with that word(s). The FDLP Community site has some pre-defined tags, which can be used to tag your blogs. Blog authors can also create their own tags. To create your own tag:

- 1. In your "MyBlog Editor" click on the "Tags" item from the right menu.
- 2. In the "Add a new tag" field, enter the tag you wish to create. The tag can be single or multiple words. When finished, click on the "Add" link. If the tag was created, a pop-up box will appear that says "Tag successfully created".
- 3. After creating the tag, we need to then assign the blog to that tag. Check on the appropriate tag checkboxes.
 - 4. When finished with your post, hit either "Save" or "Save and Close".

